

	QUALITY PROCEDURE- PROFESSIONAL SKILLS & EMPLOYMENT BOARD	DOC : SOP-PSEB-06 Issue NO-01 DATE :01/05/2017
	PROCEUDRE FOR APPLICATION REVIEW	

1. **PURPOSE**

To define and implement a system for reviewing of the Application form of the Candidate for its adequacy

2. **SCOPE**

This procedure covers all application forms received by the PSEB


3. **RESPONSIBILITY**

This procedure applies to Operation team (Application Reviewer)

Other responsibilities are as described against each activity

1.0 Procedure for Application form Review:

S.No.	Activity	Responsibility	Ref. Doc
1.1	Application form is received to the Operations Team through Soft copy or hard copy.	Application Reviewer.	
1.2	Application form will be Reviewed by the Application form within 5 Days of the receipt of the Application form.	Application Reviewer.	
1.3	Acknowledgement to the Application will be given by the Application reviewer through mail or telephonically to the Applicant for the receipt of the Application form	Application Reviewer.	
1.4	The Following Points will be Verified by the Application reviewer during the Review of the Candidates' Application form <ul style="list-style-type: none"> - Sign of Applicant on Application form. - Candidate agree with terms & conditions related to the requirements of the Certification scheme (ISO 17024:2012) 	Application Reviewer.	

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	- Any Special requirement by the Candidate related to accommodation		
1.5	In Application form, any supportive documents required like Educational Certificates, Experience Certificates & Training Certificates should be mentioned.	Application Reviewer.	
1.6	If Application form is adequately filled and compiling with Requirements of the Certification scheme, Application reviewer will approve the same & Sign on it.	Application Reviewer.	
1.7	If Any query/information required in the Application form then reviewer will approach the applicant through Mail or telephone.	Application Reviewer.	
1.8	If Application form is rejected due to its noncompliance with respect to the certification scheme requirements or Certification scheme then remarks/reason for the rejection will be mentioned by the Application form reviewer.	Application Reviewer.	
1.9	The Application rejection information will be communicated to the Applicant through mail or telephone	Application Reviewer.	

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